



कमांक 591 / अका. / अध्यादेश / 2020

बिलासपुर, दिनांक 27 JAN 2021

कार्यालयीय ज्ञाप

विद्यापरिषद की स्थायी समिति की बैठक दिनांक 23-11-2020 के विषय कं0-1 के बिन्दु कं0-02 में विश्वविद्यालय शिक्षण विभाग में संचालित कोर्स MCA एवं M.Sc.Biotechnology पाठ्यक्रम के संशोधित/प्रस्तावित अध्यादेश का अनुमोदन किया गया है।

MCA पाठ्यक्रम को शासित करने वाले अध्यादेश का कमांक-73 होगा एवं M.Sc.Biotechnology पाठ्यक्रम को शासित करने वाले अध्यादेश का कमांक-74 होगा।

उपरोक्त अनुमोदित अध्यादेश इस कार्यालयीय ज्ञाप के साथ संलग्न कर सर्व-सूचनार्थ एतद द्वारा जारी किया जाता है।

आदेशानुसार

कुलसचिव (कार्यवाहक)

प्रतिलिपि :-

- 1- कुलपति/कुलसचिव जी के सचिव/निज सहायक को मान0कुलपति/कुलपति जी के सूचनार्थ।
- 2- अधिष्ठाता,समस्त विद्यापीठ, गुरु घासीदास वि0वि0बिलासपुर की ओर सूचनार्थ।
- 3- विभागाध्यक्ष, संगणक विज्ञान विभाग,गु0घा0वि0वि0बिलासपुर की ओर आवश्यक कार्यवाही हेतु प्रेषित।
- 4- विभागाध्यक्ष, जैव प्रौद्योगिकी विभाग,गु0घा0वि0वि0बिलासपुर की ओर आवश्यक कार्यवाही हेतु प्रेषित।
- 5- परीक्षा नियंत्रक, गुरु घासीदास विश्वविद्यालय,बिलासपुर की ओर सूचनार्थ प्रेषित।
- 6- उप-कुलसचिव, परीक्षा एवं प्रभारी गोपनीय विभागों की ओर सूचनार्थ प्रेषित।
- 7- समन्वयक,आई.टी.सेल, गुरु घासीदास विश्वविद्यालय,बिलासपुर की ओर वेबपटल पर जारी किये जाने की आवश्यक कार्यवाही हेतु।
- 8- कार्यालय प्रति।

सहा-कुलसचिव (अका.)

Ordinance for Governing the two year degree course in Master of Computer Applications (MCA)

(Ordinance prepared as per the provisions given in Statute 28(1) (b) of The Central Universities Act, 2009)

1. Title and commencement:

- 1.1 Ordinance governing the award of the degree of Master of Computer Applications (M.C.A) of Guru Ghasidas Vishwavidyalaya.
- 1.2 This ordinance will come into force from the Academic Session commencing after the date of notification issued by the university and shall replace the existing ordinance.

2. Definition and Keywords:

- 2.1 "Vishwavidyalaya" or "University" means Guru Ghasidas Vishwavidyalaya (A Central University established by the Central Universities Act, 2009 No. 25 of 2009) located at Koni, Bilaspur, Chhattisgarh;
- 2.2 "Student" means one who has been admitted in the Two-year M.C.A, programme of this University through Vishwavidyalaya Entrance Test (VET) or by any other procedure notified by the University from time to time; they may also be referred as Prospective teacher educator.
- 2.3 "Academic Year" means two consecutive (one odd and one even) semesters.
- 2.4 "Choice Based Credit System (CBCS)" means a program that provides choice for students to select from the prescribed courses as per the guidelines issued by UGC/regulatory bodies where ever applicable and as approved by the appropriate bodies of the University;
- 2.5 "Programme" / "course" means the field of Technical Education
- 2.6 "Papers" means "subjects" through different modes of delivery and is a component of a programme as detailed out in the respective programme structure;
- 2.7 "Credit Point" means the product of grade point and number of credits for a course;
- 2.8 "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture, seminar or tutorial) per week or two hours of practical work/ Professional Enrichment and Field Engagement/ project etc. per week. The number of credits for each course shall be defined in the respective examination scheme;
- 2.9 "Cumulative Grade Point Average. (CGPA)" means a measure of overall cumulative performance of a student in all semesters. The CGPA is the ration of total credit points secured

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by a student in various course in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.

- 2.10 "Grade Point" means a numerical weight allotted to each letter grade on a 10 point scale or as prescribed by the UGC/University from time to time;
- 2.11 "Letter Grade" means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F;
- 2.12 "Semester Grade Point Average (SGPA)" means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places;
- 2.13 "Semester" means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June;
- 2.14 "Grade Card" means a certificate based on the grades earned. Grade certificate shall be issued to all registered students after every semester. The grade certificate will contain the course detail (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA;
- 2.15 "Transcript" means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;
- 2.16 Any other word and expression used herein and not defined but defined this ordinance, shall have the same meaning respectively assigned to them in the university Act.

3. Duration of course: 2 years.

- 3.1 The maximum duration for completing the course shall be of three consecutive academic years from the date of admission to the programme. If a student is unable to clear all the semesters of the program within the maximum duration (as specified above), he/she will automatically exit from the program.
- 3.2 The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of restrictions/suspension/or any other penalty period imposed by the University.

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4. **Course Structure:**

The course structure shall be as approved by the Board of Studies and academic council and shall have the flexibility of revision or modification on the basis of recent developments. The provisions of this course in respect of curriculum, examination, results and grades are subject to alternation by the Board of studies from time to time and shall also conform to guidelines of AICTE/UGC/MHRD/Govt. of India / Statutes and Ordinance of this University.

5. **Medium of Instructions:** The medium of instruction and examination shall be English.

6. **Eligibility for Admission:** The eligibility for admission shall be as per AICTE Norms or as follows:

6.1 Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.

OR

Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).

6.2 Obtained at least 50% marks (45% marks in case of students belonging to reserved category) in the qualifying Examination.

7. **Admission Criteria**

7.1 A student shall be admitted to the MCA course provided, he / she possesses the minimum eligibility and also qualifies for the program as per the merit list prepared on the basis of VET (Vishwavidyalaya Entrance Test) conducted by the University .

7.2 Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/PWD (Person with Disability) and Kashmiri migrant students, as specified by Government of India/UGC and notified by the university shall be followed.

7.3 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to the programme according to the policy guidelines laid down by the Government of India/ University from time to time as per the number of seats available for this category. These seats will be supernumerary and shall be advertised separately in addition to the seats approved for each program.

8. **Number of Seats in the course:**

Total number of seats shall be decided and notified by AICTE as per the approval process for every session.

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9. Fees:

The fees payable by a student shall be fixed by the University from time to time subject to any directions from the Government of India / UGC thereon. The fees payable at the time of admission / initial registrations, registration during subsequent semesters and at the time of examinations shall be decided by the University and notified from time to time.

10. Refund of Fees

- 10.1 Refund of fees: Fees once paid to the University shall not be refunded except the caution money, which shall be paid back to the student within one year from the date of award of the degree or cancellation of registration on any ground, subject to adjustment of any dues payable by him / her.
- 10.2 The fees and other charges deposited by a student seeking admission to an academic programme will be refunded if the student does not join the programme and leaves the department provided he / she shall apply for refund on or before the date of this / her registration as per the regulations of examinations of the university.
- 10.3 No refund of fees will be permissible to the students who have registered for the programme and left thereafter. In such cases only caution money will be refunded at the end of the semester. Final year students are not entitled to refund till they appear in 1st and 2nd semester examinations.
- 10.4 A student who fails to pass or who is unable to present himself / herself for any examination on any account shall not (except in the cases covered by the regulation) be entitled to a refund or adjust of the examination fee to the next ensuing examination. The examination fee paid by a student will be refunded only when his / her Examination Form is rejected by the Department / Controller of Examinations.

11. Enrollment in the University.

Enrollment in the University: After admission to the MCA degree program, each student shall apply on a prescribed form through his / her respective Head of the Department to the Controller of Examinations for enrolment together with all necessary documents such as Migration Certificate (in original) / Transfer Certificate (in original), as the case may be, and attested copy of other required academic certificates. The controller of Examination will provide him / her an Enrollment Number after completing all necessary formalities. The Enrollment Number will be the Permanent Reference Number in all records of the University pertaining to the concerned student.

12. Attendance:

- 12.1 Attendance of a student should not be less than 75 % of the total number of classes held during the semester including lectures, practical/teaching practice/tutorials etc. failing of which he/she will not be allowed to appear in the end semester examination.

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- 12.2 Maximum 15 % relaxation in attendance will be given on the basis of medical certificate / NSS / Sports / Other University related activities for students having attendance in the range 60 to 75%. This relaxation applies only to students lying within attendance range of 60 to 75% in order to allow them to appear in end semester examination.
- 12.3 Student of the above category '12.2' has to produce valid certificate issued from the competent authority. Strict action will be taken against students presenting fake certificates including fake medical certificates etc.
- 12.4 Provided that the Dean of the School concerned on the recommendations of the Head of the Department may condone the shortage in attendance within the range 60 to 75 % for one or more of the following reasons:
- 12.4.1 Participation in NCC / NSS Camps, duly supported by a certificate from the OC, NCC / In charge, NSS
 - 12.4.2 Participation in University or Institution Team(s) / Games or Inter-state or Inter-University tournaments(s) duly supported by a certificate from the competent authorities of the University.
 - 12.4.3 Participation in Educational Excursion conducted on working days certified the Director / Dean, FET or the Head of the Department. These excursions shall not include those organized for the class as a whole conducted during holidays.
 - 12.4.4 Participation in any of the co-curricular activities organized by the Department School. Duly certified by the competent authority.
 - 12.4.5 University deputation for Youth Festival certified by the Dean.

13. **Scheme of Examination and Evaluation:**

For each semester the evaluation of the students shall be based on continuous internal assessment and end semester examination except final year where evaluation shall be based on only major project. Maximum mark of each paper, internal assessment marks and end semester marks shall be decided by the Board of studies / Academic Council / examination scheme of University. The scheme of examination shall be determined as per the norms of University

13.1 **Internal Assessment**

The scheme of internal assessment shall be as per the conduct of examination rules of the University. Internal assessment shall be based on term papers / assignments / seminars / presentations / periodical tests. There shall be no provision of improvement of internal assessment marks in theory

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13.2 End Semester Exam

- 13.2.1 On successful completion of the course prescribed for a semester and fulfilling other eligibility criteria, the student shall be permitted to fill-up the prescribed examination form and appear at the end semester examination as per the conduct of examination rules of the University.
- 13.2.2 For each theory and practical papers there shall be one end-semester examination of at least 3 hours duration. At the time of registration a student shall also apply to the Controller of Examinations on a prescribed form and pay the prescribed Examination Fee for seeking permission to appear in the end-semester examinations.
- 13.2.3 If the application is in order and he / she has pursued a regular course of study in a semester satisfying the attendance requirement or otherwise is eligible to appear in the end-Semester Examination, he / She shall be issued Admit Card for appearing in the examination by the Controller of Examinations.
- 13.2.4 At the end of each semester, final Semester exam shall be conducted for each theory paper and practical paper. In practical papers marks shall be awarded on the basis of viva-voce, practical record, presentation etc.

14 Course Evaluation:

- 14.1 A student shall be continuously evaluated for his/ her academic performance in a course through tutorials, practical's, home assignments, class assignments, term papers, field work, Seminars, Periodical Tests and the End-Semester Examination, as prescribed in the examination scheme and duly approved by the concerned board of Studies Academic council.
- 14.2 The distribution of weight for each component shall be decided by the Board of Studies examination scheme of the University. The on-the-job training / Project Dissertation (Whichever is applicable) shall normally be evaluated through the quality of work carried out, the report submission and viva seminar presentation(s).
- 14.3 The evaluation of the dissertation work (Seminar-Interim Evaluation, Open Defense - Evaluation and viva voce) / project work will be carried out by a Committee constituted and chaired by the Head of the Department and one external expert in the subject / course concerned out of a panel approved by the Vice-Chancellor.

15. Results:

- 15.1 For successful completion of the End-semester examination, a student shall have to secure at least 40% marks in each of the theory papers (internal assessment and end semester marks taken together) and not less than 50% marks in each practical paper separately or as prescribed in the Regulation and Scheme of Examination and approved by appropriate statutory bodies of the Vishwavidyalaya.

- 15.2 The results of each semester shall be announced on recommendation of the Examination committee.
- 15.3 The final result shall not be declared until the student has passed all theory and practical/project/seminar papers of all semesters.
- 15.4 All programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme as given in table-1 which a student if obtains is eligible for the award of degree.

16. Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- 16.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where, C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- 16.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where, S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- 16.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

- 17. Grading System:** The grading system, as detailed here under in Table 1 shall be applicable to the course.

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Table - 1: Award of Grades Based on Absolute Marks on a 10 point scale

Range of % of marks	Grade points	Letter Grade.	GRADE
> 90.0- ≤ 100	10	O	Outstanding
>80.0- ≤ 90	9	A+	Excellent
>70.0- ≤ 80	8	A	Very Good
>60.0- ≤ 70	7	B+	Good
>55.0- ≤ 60	6	B	Above Average
>50.0- ≤ 55	5	C	Average
=50	4	P	Pass
0- ≤ 45	0	F	Fail
Absent	0	Ab	Fail

There is no equivalency between the SGPA / CGPA scale and percentage. However notionally,
 Percentage of particular semester SGPA X 10
 Percentage of particular semester CGPA X 10

Description

- Letter grades O, A+, A, B+, B, C and P in a course mean that the student has passed that course.
- The grade F and Ab denote FAIL; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.
- One (01) grace mark will be given only once to improve the grade in overall result at the time of award of degree and "G" will be mentioned against the CGPA.

18. Declaration of Semester Examination Results up to Third Semester

Semester examination results will have in the followings categories:

- 18.1 **Passed**, i.e., those who have passed in all papers of the semester examination.
- 18.2 **Promoted**, i.e., those who have not passed in all the papers of the Semester examination but have passed in at least $n/2$ number of papers-if n is even or $(n-1)/2$ number of papers if n is odd, where n stands for the total number of papers in the concerned semester.
- 18.3 **Detained**, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode in the same semester in next session subject to not crossing maximum duration of the programme as defined in the ordinance.

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19. Promotion to the next semester:

- 19.1 A student shall be eligible to be promoted and appear in the succeeding semester examination if he/she passes at least $n/2$ number of papers if n is even or $(n-1)/2$ number of papers if n is odd in the concerned semester examination where n stands for total number of papers in the concerned semester
- 19.2 Students those who have not passed in all the papers of the Semester examination but have passed in at least $n/2$ number of papers if n is even or $(n-1)/2$ number of papers if n is odd, where n stands for the total number of papers in the concerned semester shall be promoted to the next semester and eligible for appearing the examination of the papers in which he/she has failed along with the next current semester examination.

20. Readmission:

- 20.1 If a student is unable to pass in at least $n/2$ number of papers if n is even or $(n-1)/2$ papers if n is odd in any one semester examination shall be readmitted to the same semester in the following academic year in regular mode subject to not crossing maximum duration of the programme as defined in the ordinance, where n stands for total number of papers in the concerned semester.
- 20.2 If a student found not eligible to appear in the End- Semester Examination of any semester of the programme due to shortage of attendance less than 75% shall be permitted for readmission to the same semester in the following academic year subject to not crossing maximum duration of the program as defined in the ordinance.

21. Supplementary Examination

- 21.1 Every student shall have to clear all papers as per the Rules and Regulations of Examinations
- 21.2 There shall, however, be a provision of supplementary examination for those students who have not passed in all the papers of the Semester examination but have passed in at least $n/2$ number of papers if n is even or $(n-1)/2$ number of papers if n is odd, where n stands for the total number of papers in the concerned semester. The supplementary examinations shall normally be held within 30 days from the date of announcement of the result or on a date as decided by the Academic Council but not later than the end of the first or second academic session.
- 21.3 If a student has failed in any end semester paper only one attempt shall be provided to the student in the next semester for passing the paper in which he / she has failed. Those who are unable to clear the supplementary examination of a paper in which he / she has failed shall be revert

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back to the same semester in the following academic year subject to not crossing maximum duration of the program as defined in the ordinance.

22. **Declaration of Results after IV Semester Examinations:**

After declaration of results of IVth Semester a candidate can be put in the following two categories:

22.1 **Passed:** A candidate who has passed in all the papers (including Theory/ Practical/ Project) of four semesters and obtained at least a CGPA of 4.5.

22.2 **Failed:** All those students who have not passed in the IVth semester shall be categorized as *Failed*. This student will get only one chance for ATKT. Those who are unable to clear the IV semester paper in ATKT examination shall be revert back to IVth semester in the next session.

23. **Declaration of Division:**

A student who has passed in all the courses of each I, II, III and IV Semesters and obtained at least CGPA of 5.00 shall be declared as 'Passed'. The division will be awarded after successful completion of fourth semester according to the following criteria:

- | | |
|----------------------|-------------------------------|
| (i) First Division | CGPA \geq 6.00 |
| (ii) Second Division | CGPA \geq 4.5, but $<$ 6.00 |

24. **Transcript:**

Based on the above Letter grades, grade points and SGPA and CGPA, the Vishwavidyalaya shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

25. **Conversion to percentage:**

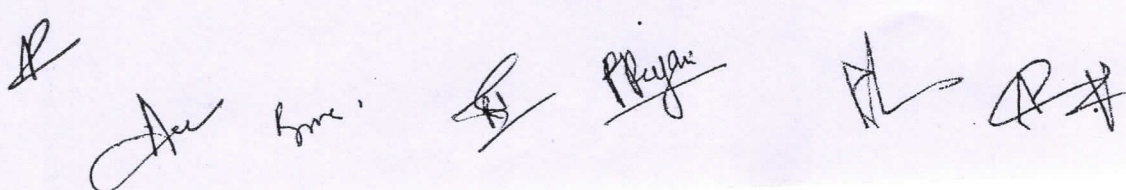
The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

$$P = 10 \times \text{CGPA}$$

26. **Award of Mark-sheet and Degrees:**

26.1 On Successful completion of each semester's examination, the student shall be awarded mark-sheet for only that semester indicating simultaneously the marks obtained in the previous semester(s).

26.2 The mark-sheet of IV semester shall indicate the consolidated marks of all the semesters, along with the Division/ Grade/ Credits as prescribed in the Regulation and Scheme of examination duly approved by the statutory bodies.



26.3 A student shall not be declared to have passed in each semester examination of M.C.A course unless he/she secures at least 40% marks in each of the theory paper (internal assessment and end semester marks taken together) and 50% marks in each practical paper separately.

26.4 The final result shall not be declared until the student has passed all theory and practical/project/seminar papers of all semesters.

27. Interpretation of regulation:

In any matter of interpretation of the provisions of this ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final.

28. Power to remove difficulties:

Any matter not covered under the ordinance shall be dealt with as per the provisions of the University through the regulations.

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DEPT OF CSIT
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